PRAIRIE VIEW A&M UNIVERSITY

Web Services & VoIP

Site Builder Toolkit

Quick Reference Guide

Dedicated to provide impeccable service

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1. Overview

Site Build Toolkit (SBT) is a content management system used to develop, deploy and maintain much of the content available on the Prairie View A&M University's website. The system ensures consistency and manageability of content throughout the website.

Included are some tips to help you get started with SBT. The instructions included are intended for references only. For detailed videos on how to perform basic tasks using SBT, please visit:

www.pvamu.edu/webservices

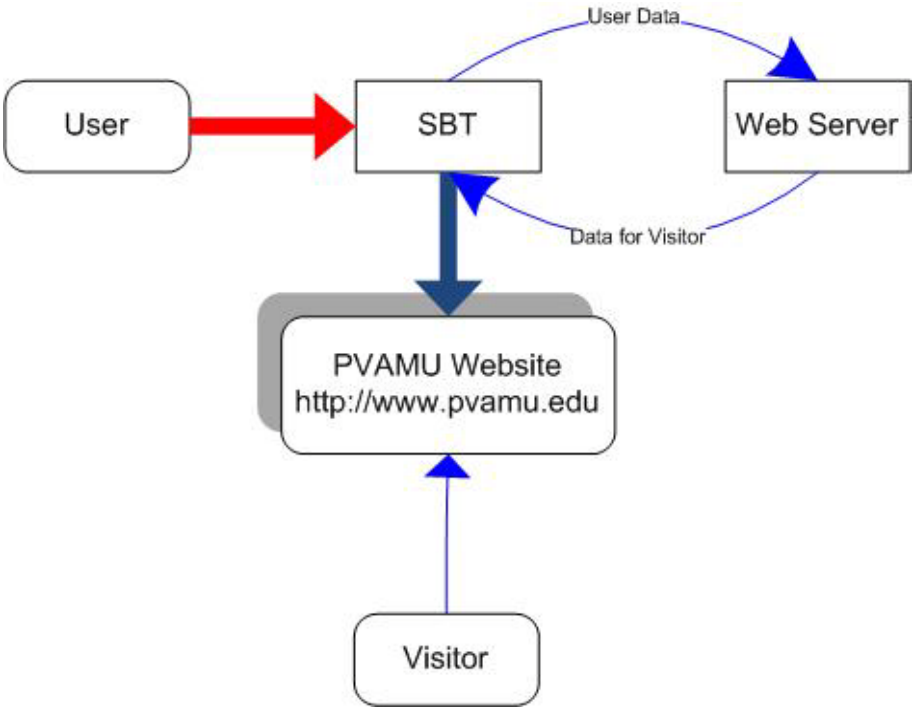
2. Tips

Please follow the following conventions when working with any website content:

- Most important information first
- Focus on customer needs
- Divide your content for Students and Faculty/Staff
- Keep it short and sweet (concise)
  Break content into short paragraphs and use bullets
- Use clear titles
- Use words in the text that end users will search for
- Give the end user (student, faculty, or staff) an action item (this is what you do next)
- Have FAQs – Q&As
- Check and double check your content
- Never format your text using the spacebar to create indents. If need be, use tables instead. Otherwise, text should be formatted using the toolbar provided in the SBT.
- When copying from MS Word or any other program, always use the "Copy From Word" option. See section 6
- Do not DELETE pages. Inactivate them instead.
- Provide Keywords and Descriptions of any new pages you create. This makes your pages searchable in the search engines.

Basic Relationship between SBT Software and the University Web Server:

Since the SBT provides an interface to the web server, users do not have direct access to the actual server, rather they have to go through SBT to create, copy , delete or modify content in the web server.



3. How to Login

3.1. Go to page :
http://www.pvamu.edu/login

3.2. Enter your username. This is the same username you use for your Outlook or when you log into Windows. (your email without the @pvamu.edu)

3.3. Enter your password. This is also the same as your password for your computer.

4. Creating New Pages

Steps involved in creating a new page:

1. Login
2. Verify location of the new page.
   Pages can be thought of as files, files are contained within folders. Every department's main page is essentially a folder. In SBT, these are called "Container Pages". Container pages can have more pages added to them, just like files can be added to folders.
3. Navigate to your container page, and click on the plus icon on the top / bottom of the page.
   a. A new page will be created and the SBT will ask you to give the page a Title.
   b. The template will be automatically selected to match the template of the parent page. There are no modifications required at this point.

c. Next you decide whether this page is going to be a container page or not.
The default is 'No'. This option can be changed later if necessary. (See section 11)

4. Click on "Add New" button and the page will be created under the parent container page.
5. The new page will open and you will be able to enter text in the "Main Content" area.

5. Restrictions

There are a few restrictions that apply on different sections of a webpage that a user can modify. The sections on page top, left, right and bottom cannot be changed by users.

6. Common Tasks

All the instructions assume that users are logged into SBT with proper authentication. If you require an account, please contact web services:

Midhat Asghar
miasghar@pvamu.edu
936-261-2156

Hassan Abbasi
hnabbasi@pvamu.edu
936-261-9360

Updating Pages

In order to update a page, the page title, number or page location must be known. The easiest way to get to a page is by browsing through the pvamu.edu website. Once you are on the page you wish to edit,

- Click on the edit icon located on the top or bottom of the page.
- Site Builder Toolkit—Administration Panel will open and the page will open in Edit Mode. In the **Main Content** section, you can edit all the text, images, links , tables or any other media available.
- After making the changes, click on "Save and Lock" ("Save" if the page is already in Lock mode)

- Publishing the changes.
  Publishing option depends on the permissions a user has for that page.

  I. Manage:
  If a user has “Manage” permissions given to them, then they will be able to Click “ Publish Now”.

  II. Update Only:
  If a user is allowed to only update content on a page, then click “Submit for Approval”.

  The permissions depend on the type of request a department placed with the Web services department. Please contact the Web Services department to make changes to User Permissions.

- If ever you encounter a problem with the layout of the page i.e., content gets deleted by mistake, formatting gets out of shape, etc. and the Undo function does not remedy the issue**, DO NOT PUBLISH** the page. Click on “**REVERT**” and if you do not see the revert button, simply click on the “**Published Version**” and page will return to how it was before you started the update process.

Inserting Images on your pages:

You can include images on your pages, as long as they do not violate any copyright laws. A few things to keep in mind while using images:

- **The size of your images cannot exceed 750 pixels in width.**
  Whenever you take a picture with a digital camera, the camera saves the picture according to its Resolution capabilities. E.g., an 8 Mega Pixel camera will take a picture of size 3264 pixels wide in Landscape. The images will have to be reduced to less than 750 pixels before being placed on your pages. There are many programs such as Photoshop, Fireworks, etc that can be used to reduce the size of the images.
  DO NOT reduce the size on the image after placing it on your web page. It will not resize the picture correctly and the visitors will see a distorted image.

- **Every image must have an ALT tag.**
  ALT tags are informational tags that are used by screen readers and are necessary for compliance to the ADA accessibility criteria.
  ALT tags can be initialized when using the Insert Image
  function. Enter the text describing the image on the “**Alternative Text**” field.

Copy and Paste

Copy and paste is a very useful function that can save a lot of time if used correctly in SBT. The copy part of this function is similar to the standard copy method in any other program.

6.1.1. Select the text to be copied

6.1.2. Right-Click and select “Copy” OR Press the “**Ctrl+C**” keys simultaneously on the keyboard.

6.1.3. Pasting the text in SBT is different from other programs.
Instead of pasting the copied text directly into the “Main Content” area of your page, click on the

"**Paste from Word**" icon located on the toolbar of the FCK Editor.

6.1.4. When a new window opens, click on the blank area of the new window, Press "**Ctrl+V**" to paste the text.

6.1.5. Keep both check boxes under the pasted text "Checked"

6.1.6. Press OK.
The text will be formatted by SBT and displayed in the Main Content area of the webpage.

NOTE: If the Paste from word function is not used and a user directly pastes a copied text into the Main Content of the page, then the formatting will become mis-matched with SBT and the page will have different formatting for different sections. This is not acceptable on PVAMU's website.

7. Hyper linking

You can include links to other webpages, documents, forms and emails. Whenever an item is linked, there has to be a text line or an image where the user can click to go to the linked item. To create a link in the page,

7.1.1. Highlight the line of text

7.1.2. Click on the "Insert Hyperlink" icon

7.1.3. A "**Link**" window will open.

7.2. Linking WebPages

Link Type should be "**URL**" (Universal Resource Locator)
URL is the address of the page where the user will be redirected to once they click on the highlighted text. e.g., www.pvamu.edu

7.3. Linking Email

Link Type should be "**Email**"
Email Address is where the email will be sent
Message Subject and **Message Body** can be skipped, they depend on the user.

7.4. Linking Documents

7.4.1. If a document is to be linked on the webpage, the document must first be uploaded to the University Server.
Suppose the document resides in the "Desktop" folder of your PC, the document will need to be uploaded to the University Server first, then a link can be created to the document that now resides on the University Server.
The only documents that can be linked in your WebPages are the ones that are placed on the University Server.

7.4.2. Follow steps 7.1.1 to 7.1.3,

7.4.3. Click on "**Browse Server**" button.

7.4.4. A new window will open titled "**File Browser**".
This is the server front-end where you can view, upload and select the files you wish to place in your webpage.

7.4.5. On the top left corner, click on the "**Resource Type**" and select:
Miscellaneous for documents.

7.4.6. Browse to your folder.
Every department at Prairie View A&M University has a folder in the University Server. If you are unable to see your department's folder, please contact Web Services.

7.4.7. If the document that you are trying to link to is already in your folder, click on it and the File Browser window will automatically close and take you back to the "**Link**" window.

7.4.8. Click "**OK**" on the Link window

7.4.9. If the file is not on the server, continue to section (8) below

8. Uploading a file to the server

File uploading can be done while linking the document to the webpage.

1. If you have a new document or you need to replace an older document with a new one that is stored in your computer.
2. Click on the "Browse" button at the bottom of the "**File Browser**" page where it says "**Upload a new file in this folder**".
3. "**File Upload**" window will open showing the contents of your computer.
4. Browse to the new file that you need to upload to the PVAMU server, select it and click "**Open**".
5. The "**File Upload**" window will close and you will return to the "**File Browser**" window.
6. Click on the "**Upload**" button on the bottom right corner.
   This will copy the file from your computer to the PVAMU File Server where it can be used for hyper linking.
   You will see the file that was just uploaded appear in the list of files in your folder.
7. Click on the file to select it.
   File Browser window will automatically close and take you back to the "**Link**" window.
8. Click OK on the "**Link**" window.
9. The selected text is now linked to the document you selected. Whenever a user will click on the text, the file will open on their computer.

9. Navigation Settings

All the pages that are inserted under a departments main page appear as links on the left side of the main departmental page. By default, the pages are listed alphabetically, however, you can modify settings if you wish to change the order of the list.

1. To display a page in a specific order on the left side of the main page, go to the "**Navigation**" tab in SBT.

2. **Title bar text**:
   the title that shows up on the top of the page whenever a visitor opens that page

3. **Navigation Link text**:
   what shows on the left side bar.

4. **List Position**:
   where you specify the list position of the page.

   a. By default it is "**99**" which means the page will be listed alphabetically.

   b. Enter the position where you wish the page to appear. E.g. if you want the page to be listed on the top of the list enter "**1**". NOTE: All the pages under the parent page will have to be numbered in order for them to display in the correct order. If only one page is provided with the list position number, then all the other pages will follow the order they were previously saved with.

   c. In cases where you do not want to show the page on the left side bar, enter "**-1**" and the page will be hidden from the navigation list.
   A hidden page is different from an inactive page. A hidden page does not appear in the left side navigation bar, but is still active and visitors can still access the page by entering it's page number.

10. Search Engine Settings

Search engine tab contains all the information needed for your pages to be searchable online. Fill out all the fields:

Page Author: Name of the department

Description: A brief description of the contents / purpose of the page.

Keywords: the words and phrases that people search for in search engines. E.g., use the following keywords if your page has staff information for the department of physics: physics department staff information, physics staff, staff of physics department,
Keywords are not descriptions, keep it short and to the point.

11. Page Control

Page control section controls the overall appearance, background code and the status of a page. Following functions are available under the Page Control tab,

11.1. Published Page Status

This option controls the status of the page, there are three statuses for a page and a page can be in only one of the three states:

a) Active: the page can be seen by the visitors.

b) Inactive: the page is still on the server but is not accessible by the visitors of the website. The page can be retrieved and made active again if needed.

c) Deleted: the page has been removed from the server and cannot be retrieved. BE CAREFUL with this option as it will physically remove the page from the server.

11.2. Template

Template controls the appearance of the page. This option is automatically setup by SBT and does not

require any changes.

11.3. Page Container

This option specifies whether this page is a folder that can have more pages in it, or just a file. It has two options:

a) **Yes**: This page is a folder. More pages can be added under it.

b) **No**: This page is a file and no more pages can be added under it.

12. Deleting a page

Deleting a page is not recommended. If you wish to remove the page from the website, make it inactive.

1. Navigate to the page you wish to delete
2. Click on the delete this page icon
3. The SBT Administration Panel will open and the "**Page Control**" section will be visible. Select the "Inactive" option
4. Click **Save & Lock** or **Save**
5. Click **Submit for approval** or **Publish Now**.

   When a page is inactivated, it becomes inaccessible through the website. So if you have a link that points to the inactive page, then the link will not work.

NOTES:

Mission

VoIP & Web Services will assist the University in achieving its first-class status in research, teaching, and service by providing efficient and effective VoIP network and web presence in an impeccable manner that ensures compliance with applicable laws, policies, and regulations.

VoIP & Web Services
Prairie View A&M University
P. O. Box 519, Mail Stop 1460
Prairie View, TX, 77446
Gilchrist Building
Tel: (936) 261-2156
Fax: (936) 261-9342
www.pvamu.edu/webservices